

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: POLICE CAPTAIN

DEPARTMENT: POLICE

BASIC FUNCTION:

Under general direction, to assist in organizing, directing, managing and coordinating the activities of the Police Department; to perform responsible administrative and technical police work; to perform highly responsible staff assistance; and to do related work as assigned.

KEY RESPONSIBILITIES:

Assist the Police Chief in planning, directing, supervising and coordinating patrol, administrative support and records and communications activities in the Police Department; develop staffing plans; study crime and other reports to determine trends and make recommendations for changes in organization and operating procedures.

Perform a variety of administrative responsibilities involving the coordination of law enforcement activities with other City departments and law enforcement agencies, maintain effective relations with community groups and confer with citizens on police related problems.

As field operations commander, plan, direct and supervise patrol activities within the department; provide technical and professional advice and assistance to subordinate personnel involved in the day-to-day supervision of patrol, and investigate activities; direct and participate in the investigations of the more difficult or complex criminal cases.

As support operations commander, plan, direct, and supervise day-to-day internal support services, including records, training, recruiting, information systems, purchasing, internal affairs review and investigations and response to citizen complaints and inquiries.

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Direct the preparation and administration of the recommended departmental work program and annual budget.

Conduct special studies of departmental functions.

Plan, develop and implement department training program.

Prepare and make presentations to civic, business, and educational groups and represent the City and Police department in the community and at professional meetings.

May serve as Acting Police Chief as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Modern police principles, methods, practices and techniques with particular emphasis in activities of the assigned division.

Principles, practices and procedures of organization, administration, budget and human resources management.

Pertinent federal, state and local laws and ordinances, particularly with reference to arrest, search and seizure and evidence.

Departmental rules and regulations.

Functions and objectives of federal, state and local law enforcement agencies.

Methods and techniques of research, statistical analysis and report presentation.

Ability to:

Plan, organize and manage the work of police operations.

Analyze complex police problems.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Supervise, train and evaluate assigned staff.

Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of departmental personnel and in dealing with City officials, outside agencies, the public and the press.

Communicate clearly and concisely, orally and in writing.

Work well under pressure to meet deadlines.

EDUCATION AND EXPERIENCE:

Possession of (or eligible to receive) a California Management POST Certificate; and possession of a Bachelors Degree.

The Regular or Specialized Management Certificate:

- (a) Possess or be eligible to possess an advanced certificate; and
- (b) Have no less than 60 semester units; and
- (c) Satisfactorily meet the training requirement of the Management Course; and
- (d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head.

SPECIAL REQUIREMENTS:

Must meet the standards established for peace officers as defined by California Government Code Section 1031.

Possession of an appropriate valid California Driver's License.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms.

An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive

deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

DATE APPROVED: April 2008